



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

CERTIFICATE OF OCCUPANCY / COMPLETION CHECK LIST

The following items must be submitted:

- ☐ Building Final Inclusive of:
 - ☐ Shutters
 - ☐ Railings
 - ☐ Garage Door
 - ☐ Windows / Doors
 - ☐ Fence / Wall
 - ☐ Roof
- ☐ Electrical Final:
 - ☐ Low Voltage
 - ☐ Burglar Alarm
- ☐ Mechanical Final:
 - ☐ Fireplace
 - ☐ Fire Sprinklers
- ☐ Plumbing Final:
 - ☐ Septic Tank
 - ☐ Sprinkler System
- ☐ Zoning Final
- ☐ Final Survey
- ☐ Elevation Certificate
- ☐ Elevator Final
- ☐ For Threshold Buildings, submit "Statement of Completion" signed by the Engineer/ Architect who performed Threshold Inspection Service
- ☐ Submit "Inspector Log" for Special Inspectors/Threshold Inspectors
- ☐ Submit "Pile Log/Soil Certification"
- ☐ Submit Proof of Payments billed & collected, including copy of the invoices & cancelled checks.
- ☐ Code Enforcement must check for pending fines & must signed permit card.

FOR OFFICE USE ONLY:

RECEIVED: ____/____/ 20 ____

SIGNATURE: _____

COMMENTS: _____
